

**CALIFORNIA TRANSPORTATION COMMISSION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Supervising Transportation Planner (LT)	<b>DISTRICT/DIVISION/OFFICE</b> California Transportation Commission	
<b>WORKING TITLE</b> Associate Deputy Director	<b>POSITION NUMBER</b> 696-004-4725-600	<b>EFFECTIVE</b> 1/1/2016

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

All duties are performed in accordance with State and Commission policies and procedures.

**GENERAL STATEMENT:** Under the direction of the Deputy Director, the incumbent assists in the development of policies and procedures for the State's multi-modal transportation system; assists in the evaluation of current and pending issues for Commission action; serves as the primary staff support to the Commission in the development of program guidelines, policies and procedures; and supports the Deputy Director in the coordination of financial, legislative, and environmental matters of the Commission. The Supervising Transportation Planner serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

30% E

**Asset Management Program and SHOPP**

- Coordinates and collaborate with Caltrans and other stakeholders to ensure statewide goals and objectives are addressed transparently
- Evaluates the extent to which the SHOPP is consistent with statutorily established funding priorities

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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

- Develops performance measures and recommendations to executive management on the SHOPP and the Asset Management Plan.
- Prepares procedures to implement Commission policy; and follow-up procedural memos to implement new policy decisions.
- Reviews and analyzes proposals received from regional agencies and Caltrans for presentation to the Commission.
- Responds to issues raised by regional agencies, Caltrans, or other interested parties

30% E

### **Legislation & Coordination**

- Responds to legislative inquiries. Prepares summaries and makes recommendations to the Executive Director/Chief Deputy Director/Deputy Directors on matters of legislation and legislative policy.
- Tracks, monitors, and evaluates legislative proposals and identifies high priority bills of interest to the Commission.
- Pursues legislative action on Commission recommendations.
- Reviews enacted legislation to determine Commission responsibilities under new or revised laws and coordinates the preparation of related implementation plans.

20% E

### **Finance & Budget**

- Develops policy and methodology for financing transportation programs.
- Develops and assists in methodology for estimating revenues available in current and future years.
- Participates in the review and analysis of the Department of Transportation's Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

10% E

### **Programming & Allocating Funding**

- Develops statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for State Transportation Improvement Program, Active Transportation Program, and/or other programs.
- Advises Caltrans and recipient agencies in programming requirements.
- Reviews and prepares recommendations on project readiness and project funding for capital projects, consistent with statutory and program guidelines.
- Responds to requests from and interprets program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law.
- Advises Caltrans and recipient agencies in programming requirements.
- Develops statewide guidelines for programming and administering new and/or existing programs.
- Receives, reviews, and evaluates programming proposals.

10% E

### **Statewide Multi-Modal Transportation Planning**

- Develops Commission policies on statewide guidelines and/or procedures for Regional Transportation Plans.
- Reviews and prepares comments for Commission consideration in response to regional transportation plans, the California Transportation Plan, the State Rail Plan, the State Freight Rail Plan, Interregional Transportation Strategic Plan, and other related transportation plans.
- Develops policy solutions for Commission consideration in consultation with transportation stakeholders for the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs identified in transportation plans.
- Prepares planning issue memos as needed and new planning areas of Commission policy; and follow-up on procedural memos to implement new policy decisions.
- Develops guidelines for Caltrans' preparation of the California Transportation Plan.
- Actively participates in planning workgroups and committees ensuring the policies and directions of the Commission are represented.

### ***SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS***

Does not supervise staff but may act in a lead capacity

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

**Knowledge of:** The planning process and general practices of transportation planning, research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; the Commission's budgeting process; the Commission's Affirmative Action Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Commission's Affirmative Action Program and the processes available to meet these program objectives; and purpose, organization, the policies of Federal, State, regional, and local transportation agencies program goals and objectives of the Department of Transportation.

**Ability to:** Gather, compile, analyze, and interpret data; reason logically, basically, and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation

problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective course of action; evaluate general planning proposals; work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Commission's safety, health, labor relations, and Affirmative Action Program objectives; provide direction of the analysis of transportation and environmental planning studies.

### ***RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR***

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

### ***DESIRABLE QUALIFICATIONS***

Awareness and sensitivity to social, economic, and environmental conditions which effect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; knowledge of Federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies; experience that demonstrates project management skills; demonstrated ability to participate in public forums; represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; demonstrated ability to develop and implement organizational improvements or innovations; demonstrated ability to effectively apply logic and creativity in decision-making processes; ability to successfully apply motivational and negotiating skills; excellent oral and written communication skills.

### ***WORK ENVIRONMENT, PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

- Professional office environment, business dress, according to current policy.
- May require overtime on weekdays and/or weekends.
- Ability to work well under pressure; handle changing and competing priorities and deadlines.
- Work in a team environment.
- Interact well with high level officials.
- Ability to travel by land and air to various locations throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether

you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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Employee's Name

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Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor's Name

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Signature

Date